



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

March 17, 2015

Sherry Lynch
5933 NW 103rd Street
Johnston, IA 50131

Dear Child Care Provider,

This letter is in regards to the March 17, 2015 compliance check of your Level C-1, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

Please make sure your map has written instructions on it as well. For an example, you can refer to page 12 of the packet of forms provided to you at the time of the spot check.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

Good times to update the children's files are on their birthday or when school resumes in the fall. This makes getting physicals annually easier.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

Please request from parents. The following children are in need of an update: ET.

Failure to provide the requested physical information could result in the child not being able to continue in care until the file is properly updated. You as a provider could be at risk of having your registration revoked for incomplete files.

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

Please request from parents. The following children are in need of an update: JY.

Failure to provide the requested physical information could result in the child not being able to continue in care until the file is properly updated. You as a provider could be at risk of having your registration revoked for incomplete files. You may use the form on page 4 of the packet provided to assist in this process.

- ☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

Please request from parents. The following children are in need of an update: LF, MB, DW, ET.

Failure to provide the requested physical information could result in the child not being able to continue in care until the file is properly updated. You as a provider could be at risk of having your registration revoked for incomplete files. You may use the form on page 4 of the packet provided to assist in this process.

- ☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

Please request from parents. The following children are in need of an update: MB, JY.

Failure to provide the requested physical information could result in the child not being able to continue in care until the file is properly updated. You as a provider could be at risk of having your registration revoked for incomplete files.

- ☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

Please request from parents. The following children are in need of an update: MB, JY.

Failure to provide the requested physical information could result in the child not being able to continue in care until the file is properly updated. You as a provider could be at risk of having your registration revoked for incomplete files. You may use the form on page 4 of the packet provided to assist in this process.

- ☐ 110.10(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "C"

- ☐ 110.10(3) Facility requirements:

- ☐ 110.10(3)c If the second story or basement are used for childcare, other than the use of a restroom, there is, in addition to one inside stairway, at least one direct exit to the outside. If a basement window is used as an exit, the window is openable from the inside without the use of tools.

You reported that you did have an infant sleeping upstairs at the time of the spot check in order to keep the child from waking during the visit. You indicated that you typically do not use the upstairs. Please make sure that you are not using the upstairs for any purpose other than a restroom as you do not currently have an approved additional exit.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

x☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is **NOT** necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: May 4, 2015.

X _____
Signature Date

Please do not hesitate to contact me at DHS at 515-993-1742 or mcrawfo@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Melissa Crawford
Melissa Crawford
Social Worker II

C. Mark Chappelle
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).